

January 1, 2011

PLEASE READ ENTIRE NOTICE FOR IMPORTANT CHANGES.

We are changing the financial assistance application period from the calendar year (January 1 through December 31) to our fiscal year (July 1 through June 30). In order to make this change, **this application covers an 18 month period** - January 1, 2011 through June 30, 2012. After this transition period, financial assistance will cover a one year period beginning July 1. If you qualify and receive assistance, please remember this covers two summer camp registrations (2011 and 2012) and you can not apply for more assistance until July 2012.

Eligibility is based solely on proof that you are currently receiving Temporary Cash Assistance, Food Stamps, Medical Assistance, Care for Kids, and/or Supplemental Security Income. No other documentation will be accepted. The amount awarded is based on the number of family members your documentation shows are currently receiving assistance.

Funds are set aside for you to use. If you do not use them, someone else misses out on the opportunity. Starting this application period, if you do not use any of the assistance we provide, you will not be eligible to apply the next period (July 2012 – June 2013).

Your completed application and documentation may be submitted by fax or mail and must be approved before you can register. **Allow seven days for your application to be processed** prior to registering for a program. Walk in submissions will be accepted, but have the same seven day process period. If you qualify, you will receive a receipt in the mail in about ten days. Please be sure you only submit copies of your documentation because **we will not keep or return any of your records**.

Registration for summer programs begins in several weeks. Some programs fill quickly. Since funds are limited, we encourage you to apply for your financial assistance now and register early.



Montgomery County Department of Recreation Financial Assistance Application - Jan. 2011 – June 2012

(Copies of other documentation must be submitted with this application.)

Head of Household's Name _____ M/F Birth Date _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email address _____

Spouse's Name _____ M/F Birth Date _____
Work Phone _____ Cell Phone _____

Address _____ Apt. _____
City _____ State _____ Zip _____

Montgomery County residents who provide proof (specified below) they are current recipients of assistance are eligible. The amount awarded is based on the number of family members receiving assistance.

WE WILL ONLY ACCEPT THE DOCUMENTS LISTED BELOW (COPIES ONLY).
WE WILL NOT KEEP OR RETURN ANY OF YOUR RECORDS.

- ☐ Approval letter from Maryland Department of Human Resources/Montgomery County Department of Social Services showing you and/or your dependents are currently eligible for Temporary Cash Assistance (TCA), Food Stamps, and/or Medical Assistance - This letter indicates your period of eligibility and the names of the household members receiving benefits. **(We do not accept Medicaid cards, Maryland Children's Health Program (MCHP), or Independence cards).**
- ☐ Current Care for Kids identification card(s).
- ☐ Supplemental Security Income - This document must be dated within a year of your application. **(We do not accept Social Security Income or SSDI.)**
- ☐ Proof you (or you and your dependents) reside in a shelter - This must be a letter from the shelter dated within a month of your application and, if applicable, list your dependents living with you.

List all Dependents (as shown on the documents you are submitting):

Name	Birth Date	Male/Female
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Signature _____ **Date** _____

FOR RECREATION DEPARTMENT STAFF USE ONLY

Number of Family Members Receiving Assistance _____ Amount of MCRD Assistance \$ _____
Documentation Verified by _____ Date _____ Mgmt. Services _____ Date Posted _____

Who is Eligible for Financial Assistance?

Montgomery County residents who provide proof they are currently recipients of assistance as specified on the application.

How Financial Assistance Works

- **Allow seven days for processing prior to registration.** More time may be needed in January.
- If you qualify, you will receive notification by mail in about 10 days. The total shown is for your family to use for the remainder of the application period.
- **Financial assistance may only be used for Montgomery County Department of Recreation programs.** However, financial assistance may not be used for:
 - Sports league (team) franchise fees
 - Facility rentals
 - Gift certificates
 - Supplemental fees (facility rental security deposits, withdrawal fees, materials, transportation, swimming at camps, late pick up fees, replacement pass/access card fees, Aquatics merchandise, etc.)
 - Payment on an existing family account for a prior balance or an adjustment on previous registrations
- Financial assistance is issued once this eighteen month period. Once assistance has been used, no additional credit can be given until you reapply in July 2012 for the next program year.
- Any money not used by June 30, 2012 will be removed from your family account.
- Requests for withdrawal from a program must be submitted in writing and the refund policy in current publications will be enforced.
- Funds are set aside for you to use. If you do not use them, someone else misses out on the opportunity.
If you do not use any of your assistance, you will not be eligible to apply the next period.

Where to Submit Your Application and Copies of Documentation (no originals)

If you have any questions, please call 240-777-6840 before submitting your application and required copies of documentation.

Applications without the required documentation will be returned.

Allow seven days for processing prior to registration.

Fax: 240-777-6857 (Due to high volume, **we are unable to confirm receipt of faxes.** Please call if you do not receive a receipt in ten days.)

or Mail: Montgomery County Department of Recreation
Attn: Management Services/Finance
4010 Randolph Road
Silver Spring, MD 20902-1099

Applications that are dropped off require the same seven day processing period before you can register.